

# Citation and Notice

WAC 296-900-130

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### EMPLOYER RESPONSIBILITY:

To notify employees when a citation and notice is received

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# Citation and Notice

WAC 296-900-130

## Rule

WAC 296-900-13005

### Citation and notice



#### Definition:

A *citation and notice* is a document issued to an employer notifying them of:

- Inspection results.
  - Any specific violations of WISHA safety and health requirements.
  - Any monetary penalties assessed.
  - Employer certification of correction requirements.
- WISHA will mail a citation and notice to you as soon as possible but not later than 6 months following any inspection or investigation.
  - If violations are found, the citation and notice will include:
    - A description of violations found.
    - The amount and type of assessed penalties.
    - The length of time given to correct the violations not already corrected during the inspection.
  - If no violations are found, a notice of inspection results will be sent stating that no violations were found or penalties assessed.

# Citation and Notice

WAC 296-900-130

## Rule



WAC 296-900-13010

### Copies of future citation and notices

- Employees or their representatives wishing to receive copies of citation and notices during the next 12 months must:
  - Submit a request for copy of citation and notice form to the following:  
Department of Labor and Industries  
Standards and Information  
P.O. Box 44638  
Olympia, WA 98504-4638



#### Note:

A Request for Copy of Citation and Notice form can be obtained by:

- Calling 360-902-5553.
- Contacting the local L&I office.



#### Reference:

For a list of the local L&I offices, see the Resources section of the Safety and Health Core Rules, Chapter 296-800 WAC.

### What to expect from WISHA:

- WISHA may decide who will receive copies of the citation and notices if more than one employee or employee representative requests a copy.
- WISHA may deny a request for copies of citation and notices if the person filing the request isn't an employee or employee representative.
- If WISHA grants the request for copies of citation and notices, the employee or employee representative will:
  - Receive an approval document from WISHA.
  - Receive all citation and notices issued to that employer for the next 12 months.
  - Continue receiving citation and notices for an additional 12 months if a one-year extension is requested and approved.



# Citation and Notice

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## Rule

WAC 296-900-13015

### Posting citation and notices

#### You must

- Immediately notify employees of a citation and notice by posting it and any correspondence related to an employee complaint on the safety bulletin board for 3 working days or until all violations are corrected, whichever time period is longer.
- Use any other appropriate means to notify employees who may receive notices posted on the safety bulletin board.
  - Examples of other appropriate means include sending a copy by mail or electronically to any of the following:
    - A designated employee representative
    - Safety representatives
    - The safety committee